

## **1046 POLICE UNIFORM REGULATIONS**

### **1046.1 PURPOSE AND SCOPE**

The purpose of the uniform policy of the Columbia Police Department is to provide guidelines ensuring uniformed officers, special assignment personnel and civilian employees will be readily identifiable to the public through the proper use and wearing of department uniforms. This policy is in addition to the requirements and expectations described in the City's Administrative Rules.

### **1046.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT**

The uniform serves an important purpose, which is to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

1. Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.
2. All officers of this department shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.
3. Personnel shall wear only the uniform specified for their rank and assignment.
4. Members shall not loan any portion of the uniform to others on an extended basis.
5. Members shall not permit the uniform to be reproduced or duplicated.
6. All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.
7. Civilian attire shall not be worn in combination with any distinguishable part of the uniform.
8. Uniforms are only to be worn while on-duty, while in transit to or from work, for court, at other official department functions or events, and specifically approved off-duty employment.
9. Members are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.
10. Mirrored sunglasses will not be worn with any department uniform.

## **1046.2.1 DEPARTMENT-ISSUED IDENTIFICATION**

The Department issues each member an official department identification card bearing the member's name, identifying information and photo likeness. All members shall be in possession of their department-issued identification card at all times while on-duty or when carrying a concealed weapon.

1. Whenever on-duty or acting in an official capacity representing the Department, members shall display their department-issued identification in a courteous manner to any person upon request and as soon as practicable.
2. Members working specialized assignments may be excused from the requirements regarding the possession and display of identification when allowed by their Bureau Commander.

## **1046.3 UNIFORM CLASSES**

The various uniform specification classes are those identified in this policy.

### **1046.3.1 CLASS A UNIFORM**

The Class A uniform is to be worn on special occasions, such as funerals, graduations, ceremonies or as directed. The Class A uniform is required to be kept ready for all sworn personnel. The Class A uniform includes the standard issue uniform with a long-sleeve shirt and tie, black socks and polished black shoes.

The campaign hat may be worn for events held outdoors. Boots with pointed toes are not permitted except for Mounted Patrol use.

### **1046.3.2 CLASS B UNIFORM**

All officers will possess and maintain a serviceable Class B uniform at all times.

The Class B uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

1. The long or short-sleeve shirt may be worn with the collar open. No tie is required.
2. A white, navy blue or black crew neck undershirt must be worn with the uniform.
3. All shirt buttons must remain buttoned except for the top button at the neck.
4. Shoes for the Class B uniform are as described in the Class A uniform
5. Boots with pointed toes are not permitted except for Mounted Patrol use.

## **1046.3.3 CLASS C UNIFORM**

The Class C uniform is established to allow field personnel cooler clothing during the summer months or for special duty assignments. The Class C uniform will consist of an issued and approved polo-style shirt, uniform pants or issued shorts, black socks and black shoes. Boots with pointed toes are not permitted except for Mounted Patrol use.

## **1046.3.4 SPECIALIZED UNIT UNIFORMS**

The Chief of Police may authorize special uniforms to be worn by officers in specialized units, such as the canine team, Downtown Unit, Street Crimes Unit, SWAT, bicycle patrol, motor officers and other specialized assignments.

## **1046.3.5 FOUL WEATHER GEAR**

Department issued and approved coat/jacket, hat and other inclement weather gear may be worn with the uniform. Such items may only be worn during inclement weather (e.g., rain, cold temperatures, excessive sun, etc). If a hat is worn, it must be removed while inside any structure providing shelter from the weather.

## **1046.4 INSIGNIA AND PATCHES**

1. The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets.
2. Service stars and other indicators for length of service may be worn on long-sleeve shirts and jackets. They are to be machine stitched onto the uniform. The stripes are to be worn on the left sleeve only.
3. The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform. The nameplate shall display the member's first and last name. If a member's first and last names are too long to fit on the nameplate, then the initial of the first name will accompany the last name. If the member desires other than the legal first name, the member must receive approval from the Chief of Police. The nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.
4. Assignment insignias, (e.g., SWAT and FTO) may be worn as designated by the Chief of Police or the authorized designee.
5. The department-issued badge, or an authorized sewn-on cloth replica, must be worn and be visible at all times while in uniform. Sworn non-uniformed Officers will wear or carry the badge so it is highly visible and/or in reasonable proximity to the firearm and can be displayed whenever appropriate.
6. The designated insignia indicating the officer's rank must be worn at all times while in uniform. The Chief of Police or the authorized designee may authorize exceptions.

## **1046.4.1 MOURNING BADGE BAND**

Uniformed members may wear a black mourning band across the uniform badge whenever a peace officer is killed in the line of duty. The following mourning periods will be observed:

1. An officer of this department - From the time of death until midnight on the 31st day after the death.
2. A peace officer from this or an adjacent county - From the time of death until midnight on the 14th day after the death.
3. Funeral attendee - While attending the funeral of a fallen peace officer.
4. National Peace Officers Memorial Day (May 15) - From 0001 hours until 2359 hours.
5. As directed by the Chief of Police or the authorized designee.

## **1046.5 CIVILIAN ATTIRE**

There are assignments within the Department that do not require wearing a uniform because recognition and authority are not essential to their function. There are also assignments in which wearing civilian attire is necessary.

1. All members shall wear clothing that fits properly, is clean and free of stains and not damaged or excessively worn.
2. All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button-style or polo shirts with a collar and 5.11-style, slacks or suits that are moderate in style.
3. All female administrative, investigative and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, button-style or polo shirts with a collar, blouses and 5.11-style pants, slacks or suits that are moderate in style.
4. The following items shall not be worn on-duty:
  - a. T-shirt alone
  - b. Open-toed sandals or thongs
  - c. Swimsuit, tube tops or halter tops
  - d. Spandex type pants or see-through clothing
  - e. Distasteful printed slogans, buttons or pins
  - f. Shorts

- g. Sweatshirts, sweatpants or similar exercise clothing
- 5. Variations from this order are allowed at the discretion of the Chief of Police or the authorized designee when the member's assignment or current task is not conducive to wearing such clothing.
- 6. No item of civilian attire may be worn on-duty that would adversely affect the reputation of the Columbia Police Department or the morale of the members.

## **1046.6 ENDORSEMENTS, ADVERTISEMENTS OR OTHER APPEARANCES IN UNIFORM**

Unless specifically authorized by the Chief of Police, Columbia Police Department members may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published or displayed, the image of another member, or identify him/herself as an member of the Columbia Police Department to:

- 1. Endorse, support, oppose or contradict any initiative
- 2. Endorse, support, oppose or contradict any social issue, cause or
- 3. Endorse, support or oppose, any product, service, company or other commercial entity
- 4. Appear in any commercial, social or nonprofit publication, or any motion picture, film, video, public broadcast, or on any website.

## **1046.7 OPTIONAL EQUIPMENT - MAINTENANCE AND REPLACEMENT**

- 1. Maintenance or repair of optional items shall be the financial responsibility of the purchasing employee (e.g., watch repairs due to normal wear and tear).

## **1046.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES**

Columbia Police Department members may not wear any uniform item, accessory or attachment unless specifically authorized by the Chief of Police or designee.

Columbia Police Department members may not use or carry any tool or other such piece of equipment unless specifically authorized or by the Chief of Police or designee.